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Executive Registry
2-9461

27 May 1952

MEMORANDUM FOR: DIRECTOR, CENTRAL INTELLIGENCE

VIA : DEPUTY DIRECTOR, PLANS

SUBJECT : Proposed Statement of Mission and Duties of The Office of Technical Services (OTS)

At your request, we are forwarding herewith a similar form of the draft submitted to you 13 May which sets forth the mission, duties, and authority for a research organization together with a chart of the proposed organization to carry out the work.

[redacted]
Acting Chief, TSS/DD/P

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Attachment:

DOCUMENT NO. 7
NO CHANGE IN CLASS. ☐
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NEXT REVIEW DATE: _____
AUTH: HR 70-2
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OFFICE OF TECHNICAL SERVICES

1.0 The Office of Technical Services (OTS) is hereby established to replace the Technical Services Staff (TSS).

1.1 Suitable quarters shall be provided, including a moderate amount of laboratory space and laboratory facilities.

1.2 The Table of Organization shall be adjusted in accordance with the magnitude of the work, and general Agency personnel policies.

2.0 Mission

a. To create new devices, equipment and methods required in support of CIA operations.

b. To modify and improve existing equipment, methods and devices.

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d. To furnish technical information, support and guidance when requested.

e. To prepare specifications for equipment and to furnish assistance in obtaining quantity production when requested.

f. To conduct instruction courses in technical subjects in the OTS field as required.

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h. To provide special equipment units for specific operational needs when required.

3.0 Duties

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3.1 In order to meet its objectives, OTS shall:

a. Keep in touch with all research and development in order to utilize and apply developments, when practicable, to the benefit of the operations of the CIA.

b. Keep in touch with the needs and plans of the operating branches of the CIA in relation to future technical requirements.

c. Construct, test and provide engineering evaluation of prototype devices, processes and methods.

d. Assemble by direct or indirect means the necessary information, articles and documents to carry out the mission of OTS.

e. Provide operating Offices with OTS personnel for special projects when required.

3.2 OTS shall submit periodic progress reports and financial statements to the DD/P.

4.0 Authority

4.1 To perform these functions OTS shall have authority:

a. To secure approval annually of a budget covering all activities of OTS to the extent that they can be forcast at the time.

b. To allocate, following the procedure herein described, and within the approved budget, funds for various research and development projects.

c. To initiate, foster and encourage research and development in any field of science it considers ~~useful~~ of dominant interest to the purpose of the CIA, giving priority to the requirements of the Covert offices.

d. To carry on research and development work with its own personnel and facilities [redacted] 25X1

e. To secure the necessary facilities, personnel, studies, prototype devices and equivalent developments of processes and methods by contracting for services

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and materiel with government agencies, industry, academic institutions, business and professional organizations and by retaining individuals as consultants.

f. To select its own contractors and consultants subject to security clearance and authorized procurement procedures.

g. To select and employ its own personnel subject to security clearance and personnel ceilings, ~~and~~ availability of funds and general consistency with agency personnel practices.

h. To establish and maintain adequate liaison with the Offices of CIA and other government agencies and organizations.

5.0 Organization: A condensed organizational chart is attached. The responsibilities of the three key positions are summarized in Sections 5.1, 5.2, and 5.3.

5.1 There shall be a Research Chairman who shall be appointed by the DCI.

a. He shall be responsible for ~~the~~ guidance as to expenditures under the budget, for research policy and guidance, and for guidance as to the apportionment of effort in order to fulfill the mission of OTS.

omit x b. ~~He shall delegate to the Research Director, the direction of the research and development work of OTS.~~ x

5.1 b ~~c. He shall prepare at appropriate times the budget requirements and allocations.~~ (Put under a.)

c, ~~d~~. He shall represent OTS in presenting the needs of OTS which are considered essential for the fulfillment of its mission.

d ~~e.~~ He shall select and appoint, ~~(subject to the approval by the DCI as to each individual,~~ a Research Board ~~which shall be composed of~~ [redacted] ~~The Other~~ 25X1

THE members will be selected because of their competence and distinction in science and engineering. Members shall be available individually to the DCI or to other officers of the Agency for consultation.

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f. He shall report directly to the DD/P. In addition, he shall have direct access to the DCI and other officers of the Agency.

5.2 There shall be a Research Director who shall be appointed by the ~~Research Chairman~~ DD/P. The Research Director will also be designated Chief, Office of Technical Services.

a. He shall be responsible for the research and development work of OTS.

b. He shall report directly to the DD/P, but be subject to policy decisions, project approvals and fund allocations determined by the Research Chairman.

c. He shall select and appoint, with the approval of the Research Chairman, a Technical Planning Group of [redacted] ~~who will be employees of CIA. Such members may be employed for a limited period of time on leave of absence from their employing organizations.~~ So far as possible the members of the group will be employees of the Agency, but Consultants may also be used.

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5.3 There shall be a Chief of Technical Operations (who shall also be Deputy Research Director) appointed by the Research Director with the approval of the Research Chairman.

a. He shall be the responsible administrative officer of OTS and shall assume full charge of OTS in the absence of the Research Director.

b. He shall be responsible for support operations of OTS.

c. He shall be the responsible liaison officer with OPC and OSO, so as to be informed on the new research and development needed to implement future operations.

d. He shall report directly to the DD/P on technical support operations.

APPROVED: _____ APPROVED: _____

Deputy Director
Plans

Director
Central Intelligence

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